

40

MEDICINE HAT GENERAL HOSPITAL

CHARTER, CONSTITUTION AND BY-LAWS

WITH LIST OF LIFE MEMBERS



FORTY-SECOND YEAR

☞ ☞ 1930 ☞ ☞

Medicine Hat General Hospital



BOARD OF DIRECTORS FOR YEAR 1930

J. C. Beveridge, President

H. Norman Davis, Vice-President

William Cousins

E. S. Hodges

E. L. Cope

H. H. McBain

Wm J. Conrod

George Preston

H. W. D. Cox

J. B. Richardson

E. G. Ellerton

Alex Rollo

Dr. J. S. Macleod

Wm. J. Smallacombe

J. D. Fairless

A. J. N. Terrill

R. M. Napier, Secretary-Treasurer

FINANCE COMMITTEE

H. Norman Davis (Chairman)

Wm. J. Smallacombe

Alex. Rollo

EXECUTIVE COMMITTEE

Wm. J. Conrod (Chairman)

J. D. Fairless

H. W. D. Cox

ADVISORY COMMITTEE

First Six Months

E. G. Ellerton (Chairman)

E. S. Hodges

William Cousins

George Preston

J. B. Richardson

Second Six Months

E. L. Cope (Chairman)

J. B. Richardson

H. H. McBain

A. J. N. Terrill

E. S. Hodges

Dr. F. W. Gershaw—Medical Superintendent

Miss Edna M. Auger—Superintendent of Nurses

VISITING PHYSICIANS AND SURGEONS

F. W. Gershaw, M.D.

J. R. Patterson, M.D.

Howard C. Dixon, M.D.

G. G. Elder, M.D.

Oliver Boyd, M.D.

D. J. M. Crawford, M.D.

S. F. McEwen, M.D.

F. H. Fish, M.D.

J. S. Macleod, M.D.

A. E. Ward, M.D.

D. N. MacCharles, M.D.

(Redcliff)

Medicine Hat General Hospital



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John C. Beveridge, Vice-President

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E. L. Cope

John B. Richardson

E. S. Hodges

Alfred J. N. Terrill

Wm. J. Conrod

Peter McQueen

H. Norman Davis

Harold H. McBain

E. G. Ellerton

Vernon W. Parrish

John D. Fairless

Dr. D. N. MacCharles

R. M. Napier, Secretary-Treasurer

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John D. Fairless

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E. S. Hodges

H. H. McBain

Second Six Months

W. J. Conrod (Chairman)

William Cousins

A. J. N. Terrill

P. McQueen

H. H. McBain

EXECUTIVE COMMITTEE

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(Redcliff)

IN THE YEAR 1888 application was made to the Legislative Assembly of the Northwest Territories to incorporate the Medicine Hat General Hospital and in the bill of incorporation the following gentlemen were named as the first Board of Directors: Mr. P. Robertson, Mr. J. Horner, Mr. J. Niblock, Mr. R. Rice, Rev. C. Teeter, Rev. W. G. Lyon, Mr. M. Leonard, Mr. R. McCuaig, Mr. S. Hayward, Mr. N. Wessell, Mr. W. T. Finlay, Mr. W. Cousins, Mr. Thos. Tweed, Mr. G. Noble, Mr. L. Dobbin, Mr. R. E. Starks, Rev. J. Herald, Mr. C. D. Kevin, Rev. D. Garton and Sir J. Lister Kaye.

The Hospital building was completed and opened in the year 1890 at a cost of \$25,000.00, thus becoming the first institution of the kind in the Northwest Territories. When you take into consideration that Medicine Hat at that time had a population of 350, and the country surrounding settled by only a few ranchers, it will be seen what a task the above named gentlemen had taken upon themselves to build and maintain a hospital on this vast prairie, and yet they did it and made it go, and it has been going ever since, and today it is one of the few hospitals in Canada not showing a deficit in operation, and this is done without impairing the service, which is of the very best. Too much credit cannot be given to those who have been responsible for the financial affairs of the institution from the beginning.

The thanks of this community are also due to those worthy citizens, corporations and business concerns, who have so nobly contributed in cash during earlier years of the Hospital's existence. They have made possible not only the first unit of the fine plant we have today, but the additions and new buildings, all of which are now fully paid for.

The hospital has been very fortunate in its selection of men to fill the President's chair. In the last forty-one years ten members of the Board of Directors have been elected to that responsible position. Mr. J. Niblock was President for the first seven years. He was followed by Mr. W. T. Finlay, who presided over the Board for ten years, Mr. J. K. Drinnan was the President for the next four years, and was succeeded by Mr. J. H. Cunliffe who held the office for eight years. Mr. Henry Stewart was President for one year, and Mr. Cousins for the next three years. At the annual meeting in January, 1923, Mr. E. W. Stacey was elected President, being followed by Mr. J. S. Jones, Mr. E. W. Stacey, Mr. W. J. Smallacombe and Mr. J. C. Beveridge.

The hospital, its patients and the public served by the Medicine Hat General Hospital are fortunate in the service of the many doctors of this city. The high type of their knowledge, experience and ability is recognized throughout the West. Their co-operation in the work and effective maintenance of efficiency in the hospital is acknowledged. Their splendid contributions to the training of the nursing staff, by their lectures, are deeply appreciated by the Hospital Board.

The building erected in 1890 had a capacity of twenty-five beds; in the year 1907 a wing was added to the building at a cost of \$22,000.00. In 1919 the sum of \$21,000.00 was expended in making more room. In 1929 \$10,000.00 was expended in erecting and equipping a laundry. The bed capacity of the hospital now is 130. The hospital owns the whole of the block on which it is situated, and there are no incumbrances on either the building or the land.

The total number of hospital days for patients during the year 1890 was 3,501 and for the year 1928, 28,667. The total number of patients treated in the year 1890 was 124 and in the year 1928, 2,719. During the first year the total cost of running the hospital was \$3,178.72. The total cost in the year 1929 was \$65,000.00.

From the time of its Incorporation the hospital has had seven Medical Superintendents. Dr. Albert Oliver was the first. He died of typhoid fever in the year 1891 and was succeeded by Dr. J. G. Calder from 1891 to 1894, and Dr. J. B. Peters from 1894 to 1895. He died of typhoid fever in the year 1895. Dr. C. F. Smith from 1895 to 1896, Dr. C. E. Smyth from 1896 to 1913, Dr. R. W. Meadows from 1913 to 1914, and followed by Dr. J. S. McLeod. In 1929 a new system was inaugurated whereby the members of the medical staff alternate in discharging these duties, under the superintendence of Dr. F. W. Gershaw.

In the Surgical Department the operative work has grown from a few operations a year to almost 1,500 last year.

The Training School for Nurses was started in the year 1894 by Dr. J. B. Peters, then Medical Superintendent, and the first examination for Graduation of Nurses was held in January, 1896. The candidates were Nurse Miller and Nurse Hales. Both passed with very high honors. Dr. Peters lectured weekly, not only to the nurses but ladies of the town who were interested in hospital work were invited to attend. The hospital supplied nurses for cases outside the hospital, the fee being fixed at one dollar a day.

The first Lady Superintendent of the hospital was Miss Reynolds. She was succeeded in rotation by Miss A. C. Miller, Miss S. Burnham, Miss F. Wilson, Miss A. McFarlane, Miss S. McKinley, Miss J. Sims, Miss V. I. Winslow, and Miss E. M. Auger, who was appointed Superintendent of Nurses in 1922.

The hospital has at the present time seven graduate nurses, viz: The Superintendent of Nurses, Assistant Superintendent of Nurses, Operating Room Charge Nurse, Maternity Charge Nurse, the Night Supervisor and two others, and forty pupil nurses.

Classes of instruction are held on certain days during the week for the pupil nurses by the Assistant Superintendent of Nurses and lectures are given by the doctors. The course of training for a nurse is three years in Medical, Surgical and Obstetrical work, written examinations being held in the month of April. The Government of the Province of Alberta requires that any person entering upon a course of hospital training leading to registration, must satisfy the Senate of the University of Alberta that she has at least passed the Grade Eight examinations of the public school course of the Province, or have equivalent educational standing. The hospital is always pleased to receive applications from girls who would like to enter the Training School for Nurses, providing they have the educational qualifications.

The nurses of the Medicine Hat General Hospital have a very comfortable home which was built in the year 1904 at a cost of \$6,800.00. In the year 1912 the sum of \$12,000.00 was expended in adding a wing and remodeling the interior of the building and in 1919, \$7,500.00 was spent in remodeling the top storey and putting on a new roof.

One hundred and fifty-four nurses graduated from the Training School for Nurses since its organization in 1894, and thirteen more will graduate this spring.

The corner stone of the Maternity Hospital was laid by Lady Aberdeen on the 11th of October, 1894, and the building was opened by Lieutenant-Governor Mackintosh on the 11th of August, 1895; the ceremony took place in the afternoon and in the evening a garden party was given by the Women's Hospital Aid Society. The cost of the building was \$5,000.00. In the year 1904 a further sum of \$7,000.00 was expended in putting on another storey. In 1910 a new wing was added costing \$14,000.00, and a further addition costing \$33,000.00 in 1919.

The Women's Hospital Aid Society is one of the greatest auxiliaries the hospital could have in hospital work. This society was organized in Medicine Hat in the year 1894 with Mrs. J. Niblock as President and Mrs. G. Noble as Secretary. At the first Annual Meeting sixteen ladies were present and the membership was reported as at 95. The receipts for the year amounted to \$179.45, all of which was put to the best possible use in supplying the hospital with linens, etc. The Society was instrumental in the furnishing of the Maternity Hospital and the Nurses' Home and to the building fund of the latter they contributed the sum of \$1,800.00. Mrs. J. E. Nicholson was made President in the year 1898 and continued to hold that office for a great many years, and it is due in a great part to her energy and executive management that the Society has attained the great success that it has, and in looking over the earlier printed records of the society we find that she was very ably assisted by many members of the Society; among the names mentioned are those of Mrs. J. H. Cunliffe, Mrs. C. Wagstaff, Mrs. R. H. Hardy, Mrs. R. Irwin and Mrs. J. Huston.

It is beyond us to tell how much the Board of Directors of the Medicine Hat General Hospital appreciate the work done by the Womens' Hospital Aid Society. It seems that the Superintendent of Nurses has just to rub Aladdin's Lamp and bolts of cotton, linen, blankets, etc., she has asked for are delivered at the hospital. The amount expended by the ladies in buying supplies for the hospital has increased from \$170.00 in the first year of their organization to between \$1,000.00 and \$2,000.00 a year at the present time.

The Board of Directors of the Hospital can testify to the good work done by the Women's Hospital Aid Society, and asks for them the support of all the ladies of the City of Medicine Hat.

CHARTER

An Ordinance to incorporate The Medicine Hat General Hospital, assented to November, 1889, with Amendments of 1891, 1895, 1907, 1914, 1924.

The Lieutenant-Governor, by and with the advice and consent of the Legislative Assembly of the Territories, enacts as follows:

(1) George McCuaig, John Niblock, William Cousins, William T. Finlay, Thomas Tweed, The Rev. James Herald, Robert James Rice, Michael Leonard, The Rev. Chancellor Teeter, Nelson R. Wessell, Leonard Dobbin, James Horn, R. E. Starks, Christopher D. Kevin, George Noble, Rev. Walter G. Lyon, Samuel Hayward, Sir John Lister Kaye, Peter Robertson, Rev. D. Garton, and such other persons as may from time to time become members of the Corporation to be hereby incorporated, shall

(Assented to March 21, 1932.)

His Majesty, by and with the advice and consent of the Legislative Assembly of the Province of Alberta, enacts as follows:

(1) This Act may be cited as "The Medicine Hat General Hospital Charter Amendment Act, 1932."

(2) Ordinance No. 27 of The North-West Territories, 1889, being an Ordinance to incorporate the Medicine Hat General Hospital, is hereby amended as to section 3 thereof by striking out the same and by substituting therefor the following:

"(3) The affairs of the said Corporation shall be managed by a Board of Directors, consisting of fourteen members, eleven of whom shall be elected at the annual meeting provided for in section 14 hereof; two of whom shall be appointed by the Council of the City of Medicine Hat each year, so long as the city pays the annual sum of five thousand dollars towards the maintenance of the said hospital; and one of whom shall be elected at a meeting of the members of the medical profession practising in the said city called for that purpose in the month of January in each year by a majority of such members in attendance thereat, provided that if the said city fails to pay the said sum of five thousand dollars in any year for the purpose aforesaid, the two members of the Board to be appointed by the Council may be elected at the annual meeting provided in section 14 hereof if the said Board so determines, and if not so determined, the said two members of the said Board may be appointed by the Council in the manner aforesaid notwithstanding that the said city may have failed to pay the said sum of at least five thousand dollars."

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(2) The said corporation by the name of the Medicine Hat General Hospital, shall have perpetual succession and a common seal, and by such, may, from time to time and at all times, purchase, acquire, receive, accept, build, hold, possess and enjoy for them and their successors, any lands, tenements, hereditaments and real and movable property and estate within the Territories, together with such grants, devices, gifts and bequests, as may be made by and received from the Government of the Dominion of Canada, The Territories or any other corporation, person or persons whatsoever, for the sole use and benefit of the said hospital. Provided always that the actual value of such real estate so held as aforesaid does not at any one time exceed the sum of two hundred thousand dollars (\$200,000).

(3) The affairs of the said corporation shall be managed by a Board of Directors, consisting of sixteen members, eleven of whom shall be elected at the Annual Meeting provided for in section 14 hereof. Four of whom shall be elected by the rate-payers of the City of Medicine Hat at the annual election of Aldermen for the said City and in the same manner as subject to the provisions relating to the election of the Aldermen provided by the City Charter, so long as the City pays the annual sum of at least \$5,000.00 towards the maintenance of the said hospital. Of one of whom shall be elected by a majority of the members of the Medical profession practising in the said City, such last mentioned election to be held annually between the first

and fifteenth days of January. Provided, however, that if the said City fails to pay said sum of at least \$5,000.00 for the purpose aforesaid, the four members of the said Board may be elected at the Annual Meeting provided in Section (14) hereof if the said Board so determined, and if not so determined by the Board, the said four members of the said Board may be elected by the ratepayers in the manner aforesaid notwithstanding the fact that the said City may have failed to pay the said sum of at least \$5,000.00.

(4) The Board of Directors shall every year at their first meeting after election, appoint from among themselves a Chairman, Vice-Chairman, and shall elect or appoint a Secretary who shall not necessarily be a Director and shall be responsible to the Board of Directors for the correctness of all accounts, safe keeping of all documents and who shall have access at all times to all books connected with the institution at a remuneration to be agreed upon between the Board and Secretary elect.

(5) The said Board of Directors shall have power to meet from time to time for the transaction of the affairs of the said Corporation, of whom four shall form a quorum, and in the absence of the Chairman, or Vice-Chairman, any director present may be appointed to act for the time being as such Chairman or Vice-Chairman.

(6) The Board of Directors shall have power to fill all vacancies that may occur on the said Board and to make by-laws, rules and regulations, not being contrary to law or to the provisions of this Ordinance, with power to amend or repeal the same from time to time, for all purposes relating to and bearing upon the well being and interests of the said Corporation.

(7) All annual Subscribers, who shall have paid at least five dollars (\$5.00) during the current year (from 1st of January to 31st of December), and all Life Members whose names shall be kept in a book kept for that purpose, shall be members of the said Corporation and shall have the right to take part in the Annual Meeting or any other meeting of the Corporation.

(8) A donation at any time of fifty dollars (\$50.00) or upwards, shall entitle the donor to Life Membership of the Corporation.

(9) All members who have paid their subscriptions, as provided in section 7, and all life members under clause 8, shall be eligible for election as Directors.

(10) There shall be a general annual meeting of the members of the said Corporation on the third Monday in January of each year, at an hour and

place to be named by the Directors, and notice thereof shall be given by the Secretary in writing, to be mailed to each member and a copy of such notice shall be published in one or more of the newspapers published in the City of Medicine Hat at least six days prior to the date of such meeting.

(11) Provided that from any cause such general meeting shall not be held on the said third Monday in January, the directors and officers of the said Corporation then in office, shall continue in office until such general annual meeting is held and their successors duly appointed, as hereafter provided.

(12) If such annual meeting shall, from any cause, not be held on the day hereinbefore appointed for the same, the Directors then in office shall decide upon another day for the holding of a general annual meeting, which day shall be within one month after the time when it should have been held, such meeting shall be called in the same manner as it was called on the proper day, and at such meeting all business may be transacted and all things done in the same manner, as the same would have been transacted and done if such meeting had been held on the day aforesaid.

(13) A full report shall be submitted by the Directors to the said general meeting for its consideration and approval, showing the condition of affairs of the said Corporation, including the Treasurer's Report, the Steward's Report, Receipts and Disbursements, and all other matters bearing on the interests of the said Corporation, also a list showing a list of members.

(14) The members present at the annual meeting shall proceed to elect the Directors for the ensuing year by ballot, and the eleven members receiving the highest number of votes, shall be the Directors for the ensuing year.

(15) The Board of Directors shall appoint an auditor (who shall be a duly qualified Chartered Accountant) to examine and report on all accounts affecting the Corporation, or relating to any matter under its control, or within its jurisdiction and such auditor shall, prepare an abstract of and report upon the Receipts, Expenditures and Liabilities of the Corporation and shall submit the same to the Directors on or before each annual meeting.

(16) It shall be the duty of the said Corporation on or before the first day of February in each year, to transmit to the Lieutenant-Governor for the information of the Council of the Northwest Territories, a return of the affairs of such Corporation, showing in detail, the Assets and Liabilities and the number of sick persons received and attended to during the preceeding year in the said General Hospital.

(17) The Directors of such Corporation shall, if they have been requested to do so by the Lieutenant-Governor in Council, and provided they are in receipt of public funds of the Territories, keep in such hospital, at such time and for such period as may be determined by the Lieutenant-Governor in Council, an adequate supply of vaccine matter for the following purposes, viz.:

(17) For the vaccination, by a qualified person attached to such hospital, at the expense of the same, of all poor persons. And at their own expense of all other persons who may attend at such hospital for that purpose during one day in every week. The fee to be charged for such vaccination, not in any case to exceed seventy-five cents and to be used and applied for the benefit of the hospital.

(18) The said Corporation may for its purpose acquire by gift or otherwise, a Certificate of Title in and to Lots numbered one (1), two (2), three (3), four (4), five (5), six (6), fifteen (15), sixteen (16), seventeen (17), eighteen (18), nineteen (19) and twenty (20) in Block number nine (9), as laid out and designated on the registered Plan of Medicine Hat. And having obtained such certificate and the consent in writing of the owners of the other lots in said Block numbered nine (9), the said Corporation may stop up and use and enjoy absolutely that portion of the lane as it now exists in said Block, provided that the Corporation shall lay off and substitute as a lane, for the benefit of themselves and other owners in the said Block, the northerly twenty feet of lots numbered six (6) and fifteen (15).

(19) The said Corporation shall in its management be always non-denominational.

(20) This Ordinance may be cited as "The Medicine Hat General Hospital Ordinance."

Amendments

(Assented to 15th of March, 1907)

The Directors of the said Corporation shall have power,

(1) To borrow money for Current expenses of the hospital from time to time to an amount not exceeding twenty thousand dollars (\$20,000.00);

(2) To borrow money on the security of the property of the Corporation, either by mortgage, debentures or otherwise, as they may deem expedient or necessary;

(3) The Board of Directors may at their discretion employ a Medical Superintendent and Nursing staff with such other proper persons as may be deemed necessary to attend the sick in the said hospital and provide for the seemly interment of the dead.

CONSTITUTION

Article I—Title

The name by which this Corporation shall be known shall be "The Medicine Hat General Hospital."

Article II—Object

The object of the Corporation is the establishment, support and management of an institution for the purpose of affording medical and surgical aid and nursing to sick and disabled persons of every creed, nationality and color. The Corporation in its management shall always be non-denominational.

Article III—The Corporation

The Corporation shall consist of Life Members, who shall be, all organizations and individuals who have donated the sum of fifty dollars (\$50.00) and upwards to the hospital. They are entitled to vote at the annual meeting and special meetings of the Corporation, and are eligible for election as directors.

Any person who shall have paid at least five dollars (\$5.00) during the current year (1st of January to 31st of December) is entitled to vote at the annual meeting and special meetings of the Corporation, and is eligible for election as a director.

Article IV—Government

The affairs of the Corporation shall be under the direction of a Board of sixteen Directors, four of whom shall be elected annually by the ratepayers of the City of Medicine Hat, at the annual election ~~of Aldermen~~ for the said City. One shall be elected annually by a majority of the medical profession practising in the City of Medicine Hat. Eleven shall be elected annually at the annual meeting of the Corporation.

The officers of the Board of Directors shall consist of a President, Vice-President and a Secretary-Treasurer, who shall be elected annually by the Board of Directors, not less than four of whom shall constitute a quorum for the purpose of electing officers, making or changing by-laws, or for holding any stated or special meetings.

The Board of Directors shall, at all times, be fully authorized to execute all powers of the Corporation, over all estate and property of the Corporation. To it shall be committed the care of all the funds of the institution; authority to make by-laws, rules and regulations, and to alter and amend the

same; to fill vacancies in their own body, choose the officers of the Corporation, appoint agents, assistants and attendants, and generally to transact the entire business of the Corporation.

Article V—Meetings of the Board

The Board of Directors shall hold stated meetings on the second Monday in each and every month, and may hold adjourned meetings when necessary.

Special meetings of the Board may be called by the President, or, in case of his absence or inability to act, by the Vice-President, or on the written requisition of four members of the Board of Directors; but when special meetings are called, the time and place of meeting, and the subject proposed to be considered, shall be notified to the members at least two days previous to the meeting, and no other subject shall be discussed or acted upon at such meeting.

Article VI—Annual Meeting

A meeting of the members of the Corporation shall be held annually on the third (3rd) Monday in the month of January. It shall be the duty of the Board of Directors to make the necessary arrangements for this meeting; to present to the members a report of the proceedings of the previous year; to exhibit a statement of the funds and property of the Corporation, and also to give information of any matters relating to the objects of the Corporation which may be of interest and importance. At this meeting eleven members shall be chosen by ballot from among the members of the Corporation to fill the places of the Directors whose term of service is about to expire. These eleven members together with the four elected by the ratepayers, and one elected by the Medical profession, shall constitute the Board of Directors for the ensuing year, and they shall continue in office until their successors are elected. In case of a failure to make such elections on the appointed day, a special meeting of the Board Corporation shall be called for that purpose.

Article VII—Amendments to the Constitution

Amendments to the Constitution shall be proposed in writing at a regular meeting of the Board of Directors, and may be acted on at the next regular meeting of the Board, or at a special meeting called for that purpose, and shall be adopted only on a concurrence of a majority of the members present, but the affirmative vote must not be less than four.

BY-LAWS

Of the Board of Directors

I—Rules and Regulations

The Board of Directors shall prescribe rules and regulations respecting the management of the affairs of the Hospital. Such rules and regulations shall not be inconsistent with these By-Laws, and may be amended at any meeting of the Board of Directors by a majority of those present.

II—President

The President shall preside at the meeting of the Board. He shall appoint all special committees, unless otherwise ordered, and shall perform such other duties as may be required by the Constitution and By-Laws. He shall be ex-officio member of all committees.

III—Vice-President

In event of a vacancy of the office of President, or during his absence or inability to act, his duties and powers shall devolve upon the Vice-President. Should he also be unable to act, a President pro tem shall be chosen by the Board.

IV—Secretary-Treasurer

The Secretary-Treasurer and Manager shall be charged with the custody of all papers and documents relating to the property of the Corporation, other than such as are mentioned in By-Law V, of all moneys belonging thereto, and of the seal. He shall keep an account in the name of the Corporation with a chartered Bank approved by the Board, and shall deposit therein all moneys immediately upon receiving them. He shall cause to be kept such accounts as may be necessary to show the receipts, expenditures and financial condition of the institution, or as may be required by the Finance Committee. He shall pay no moneys without proper order, as is elsewhere provided. He shall be Recording and Corresponding Secretary and shall keep the minutes of the proceedings of the Board of Directors. He shall notify members of all meetings of the Board at least two days before the meeting. He shall control the purchasing of all food, drugs, dressings and domestic supplies, issuing official numbered orders for the same. He shall have general charge of all property within the precincts of the Hospital. At the regular monthly meeting he shall present a report to the Directors of all matters which may be of interest or importance.

V—Safe Keeping of Securities

All Bonds and other invested securities and evidence of value shall be kept in a safe deposit box

in a chartered Bank to be in the name of the Hospital. Access to the safe containing the securities shall only be had by the Secretary-Treasurer when accompanied by a member of the Finance Committee, or, in the absence of the Secretary-Treasurer, by two members of the Finance Committee.

VI—Committees

At their first meeting in January the Board of Directors shall elect a Finance Committee of three members and an Executive Committee of three members, who shall hold office for one year or until their successors are appointed.

At their first meeting in January the Board of Directors shall elect an Advisory Committee of ten members; a Chairman and a Committee of four for the first six months, and a Chairman and a Committee of four for the second six months.

VII—Finance Committee

The Finance Committee shall consist of three members. It shall be their duty to adopt proper means to augment the financial resources of the institution, to direct and counsel the Secretary-Treasurer in the care and management of the finances, and to prescribe such forms of accounts and reports as are deemed necessary.

VIII—Executive Committee

The Executive Committee shall consist of three members, whose duty it will be to carry out the instructions of the Board, in the matter of purchasing equipment, awarding contracts for work, and ensuring, on the Board's behalf, the proper and satisfactory carrying out of these works and purchases.

IX—Advisory Committee

It shall be the duty of the Advisory Committee to act in a special advisory capacity, viz: To make careful survey at least monthly of all departments of the Hospital, not only inanimate parts of the institution, but animate. To report on necessary changes or additions to the plant, or apparently required changes, or additions to staff and mode or method of operation, custody, and care of patients. They shall present written reports to the Board at each Board meeting, and such reports to be filed each month.

X—Executive Staff

The Board of Directors shall appoint at their discretion a Medical Superintendent and such assistants as the Board may deem necessary for the services of the Hospital, whose services shall continue during the pleasure of the Board.

The Board of Directors shall appoint a Superintendent of Nurses, who shall hold office during the pleasure of the Board.

XI—Medical Superintendent

The Medical Superintendent shall have supervision of the Dispensary, and also of all Scientific equipment. He shall have the final decision in matters of admittance and discharge of patients. He shall be consulted in matters pertaining to the health of the Staff. He shall be available to the Board of Directors for consultation on matters pertaining to the Hospital, and shall attend the meetings of the Board.

The Hospital Board shall appoint a medical staff of qualified physicians and surgeons, the members of which shall hold their appointments during the pleasure of the Board.

XII—Superintendent of Nurses

The Superintendent of Nurses shall have full control of all matters connected with the training school for nurses, and arrange for studies and lectures; she shall engage and discharge all graduate and undergraduate nurses, and all the help, and give all orders except to the Medical Superintendent and Secretary-Treasurer. She shall be responsible for order, neatness and cleanliness in the wards and in the nurses' home; she shall approve all orders for supplies and see that proper economy is exercised in their use; she shall be responsible for the proper preparing and distribution of food to the various wards and dining rooms, and shall present a written report to the Board at each Board meeting.

XIII—Appropriations of Money

All appropriations of money shall be made by a resolution of the Board of Directors. Cheques for the amounts thus appropriated shall be drawn on the bank, signed by the President or Vice-President with the Secretary-Treasurer, who shall also sign all notes, deeds, contracts and instruments which the directors may authorize to be executed or which the Corporation may be bound to execute.

XIV—Order of Business

The Order of Business shall be as follows:

1. Reading of Minutes of all preceding meetings.
2. Accounts.
3. Medical Report.
4. Superintendent of Nurses Report.
5. Financial Report.
6. Reports of Committees.
7. Communications to the Board shall be received and considered.
8. Unfinished business.
9. New business.

RULES TO PATIENTS

1. Patients may be admitted any hour of the day or night on recommendation of any reputable physician or surgeon.
2. All patients occupying private or semi-private wards must pay weekly in advance.
3. All money or valuables must be given to the nurse at the time the patient is admitted, to be placed in the safe for safekeeping; the Hospital do not hold themselves responsible for money or valuables which the patient may keep in the ward.
4. Patients are to confine themselves to their own ward and are not permitted to visit patients in another ward without the permission of the Superintendent of Nurses.
5. Any patient bringing spirituous liquor into the Hospital or grounds, or found intoxicated, shall be discharged.
6. Tobacco in any form is forbidden without the express permission of the Superintendent of Nurses.
7. No indecent or immoral conduct will be tolerated and any patient who misbehaves or violates any of the rules of the Hospital may be discharged.
8. Patients are not allowed outside of the Hospital grounds without the permission of the Superintendent of Nurses.
9. All patients shall be discharged on the authority of their attending physician.
10. Patients under the influence of liquor or suffering from delirium tremens or from mental derangements of any kind will not be admitted unless accompanied by a guardian, said guardian to remain in constant attendance until released by the Hospital authorities.

RULES FOR VISITORS

1. Visitors will be admitted to the wards daily from:
To General Wards: 2 to 4 p.m., 7 to 8 p.m.
In the evening a relative or friend only admitted.
To Semi-Private Wards: 2 to 4 p.m., 7 to 8:30 p.m.
To Private Wards: 10:30 to 11:30 a.m., 2 to 4 p.m., 7 to 9 p.m.
2. Visitors are requested to leave the wards promptly at the end of the visiting hours and to confine their visits to their own friends, also to limit the number of visitors to two or three at one time.
3. Patients reported seriously ill by their physician or surgeon will be permitted to see a clergyman, or members of the family, at any time.
4. Visitors are allowed only if the patient's condition permits.
5. Only fruit, jelly and ice cream can be brought for patients and such articles must in all cases be left with the nurse in charge of the ward, and if approved by the Superintendent of Nurses will be sent to the patient.
6. Visitors must observe perfect order and propriety while in the Hospital; must not stop to loiter in the halls, offices or stairways.
7. These rules are made for the good of patients and strict compliance with them will be required.

LIFE GOVERNORS

Aberdeen, Lady	Scotland
Abbott, E. H.	Boston, Mass.
Angus, R. B.	Montreal, Quebec
Adsit, W. N.	Medicine Hat, Alberta
Best, Miss L.	Medicine Hat, Alberta
Burton, W. A.	Medicine Hat, Alberta
Burns, Arthur P.	Medicine Hat, Alberta
Burns, John	Toronto, Ontario
Black, Mrs.	Toronto, Ontario
Bell Telephone Co.	Montreal, Quebec
Bank of Montreal	Medicine Hat, Alberta
Biddle, J.	Medicine Hat, Alberta
Bishop Legal of St. Albert	
Boyd, Dr. Oliver	Medicine Hat, Alberta
Bishop Anson	Qu'Appelle, Saskatchewan
Connaught, H.R.H. Duke of	England
Connaught, H.R.H. Duchess of	England
Cowan, R.	Montreal, Quebec
Cochrane, W. F.	New York, U.S.A.
Cochrane, Lieut. T. H.	Mitford, Alberta
Coons, Mrs.	Lincoln, Neb., U.S.A.
Columbia River Lumber Co.	Beaver, B.C.
Cousins, William	Medicine Hat, Alberta
Clark, J.	Vancouver, B.C.
Crawford, William	Medicine Hat, Alberta
Cox, Hon. George A.	Toronto, Ontario
Canadian Pacific Railway Co.	Medicine Hat, Alta.
Canadian Rubber Co.	Montreal, Quebec
Canadian Bank of Commerce	Medicine Hat, Alberta
Cummings, C. H.	Boston, Mass., U.S.A.
Cunliffe, John H.	Vancouver, B.C.
Cunliffe, Mrs. John H.	Medicine Hat, Alberta
Cochran, L. B.	Medicine Hat, Alberta
Calder, Dr. J. G.	Medicine Hat, Alberta
Clouston, Sir Ed. S.	Montreal, Quebec
Conrod, William J.	Medicine Hat, Alberta
Caledonian Society	Medicine Hat, Alberta
Canadian Legion	Medicine Hat, Alberta
Cory, Milton A.	Medicine Hat, Alberta
Cory, Mrs. Milton A.	Medicine Hat, Alberta
Drummond, George A.	Montreal, Quebec
Davin, Mrs. Nicholas F.	Regina, Saskatchewan
Drinnan, John K.	Pashley, Alberta
Day, A. J.	Medicine Hat, Alberta
Davis, H. Norman	Medicine Hat, Alberta
Dixon, John	Maple Creek, Saskatchewan
Eckersly, J.	Calgary, Alberta
Eau Claire Lumber Co.	Calgary, Alberta
Ewart, John	Medicine Hat, Alberta
Ellerton, E. G.	Medicine Hat, Alberta
Forget, L. J.	Montreal, Quebec
Fleming, James	Medicine Hat, Alberta
Finlay, Hon. W. T.	Medicine Hat, Alberta
Fewings, Edward J.	Medicine Hat, Alberta
Fraternal Order of Eagles	Medicine Hat, Alberta

Galt, E. T.	Lethbridge, Alberta
Gault, A. T.	Montreal, Quebec
Galt, G. F. and J.	Winnipeg, Manitoba
Gordon, J. T.	Winnipeg, Manitoba
Grant, J. A.	Walsh, Alberta
Gershaw, Dr. F. W.	Medicine Hat, Alberta
Graduate Nurses Association	Medicine Hat, Alberta
General Byng Chapter I.O.D.E.	Medicine Hat, Alta.
Grand Lodge of Manitoba A.F.A.M.	Winnipeg, Man.
Hammond, J.	Toronto, Ontario
Holt, H. S.	Montreal, Quebec
Hudsons Bay Company	Winnipeg, Manitoba
Hargrave, James	Medicine Hat, Alberta
Haney, R. J. J.	Great Falls, Montana, U.S.A.
Horn-Payne, R. M.	London, England
Huston, John	Victoria, B.C.
Hosmer, C. R.	Montreal, Quebec
Hodges, E. S.	Medicine Hat, Alberta
Huckvale, Walter	Medicine Hat, Alberta
Harlow, R. J.	Victoria, B.C.
Hawthorne, A. C.	Medicine Hat, Alberta
Hutchinson, Thomas	Medicine Hat, Alberta
I.O.O.F. Med. Hat Lodge No. 3	Medicine Hat, Alta.
Ingram, O. H.	Eau Claire, Wis., U.S.A.
Ironsides, T.	Winnipeg, Manitoba
Kevin, C. D.	Brooklyn, New York
Knox, Mrs. Agnes	St. Marys, Ontario
Lowry, James	Minneapolis, Minn., U.S.A.
Langdon, R. B.	Minneapolis, Minn., U.S.A.
Leonard, Michael	Medicine Hat, Alberta
Loyal Orange Lodge No. 1549	Medicine Hat, Alberta
Loyal Orange Lodge No. 1563	Calgary, Alberta
Lockart, W.	Bethlehem, New York
Laird, J. P.	Medicine Hat, Alberta
Lake of the Woods Milling Co.	Medicine Hat, Alberta
Maple Leaf Milling Co.	Medicine Hat, Alberta
Mann, Sir Donald D.	Winnipeg, Manitoba
Mann, Byers & Co.	Glasgow, Scotland
Molson, J. H. R.	Montreal, Quebec
Mizpah Lodge No. 35, A.F. & A.M.	Medicine Hat
Medicine Hat Lodge No. 2, A.F. & A.M.	Med. Hat
Marshall, J. F.	Calgary, Alberta
Marshall, W. B.	Medicine Hat, Alberta
McCuaig, George	Medicine Hat, Alberta
McKenzie, Sir William	Toronto, Ontario
McDonald, John	Toronto, Ontario
McLeod, His Honor Judge	Fort Macleod, Alberta
McNeill, H. W.	Anthracite, Alberta
McLellan, Hugh	Montreal, Quebec
McKee, H.	Twombly, New York, U.S.A.
McNeely, John	Vancouver, B.C.
MacDonald, Dr. W. H.	Medicine Hat, Alberta
Nanton, A. M.	Winnipeg, Manitoba
Niblock, John	Medicine Hat, Alberta
Nelson Bruce Company	Winnipeg, Manitoba
Niblock, W. G.	Medicine Hat, Alberta

Osler, E. B.	Toronto, Ontario
Oliver, Dr. A.	Medicine Hat, Alberta
Ogilvie, W. W.	Montreal, Quebec
Order of Railway Conductors	Medicine Hat, Alberta
Orange Grand Lodge	Winnipeg, Manitoba
Ogilvie Flour Mills Co.	Medicine Hat, Alberta
Operatic Society	Medicine Hat, Alberta
Royal City Planing Mills....	New Westminster, B.C.
Ross, James	Montreal, Quebec
Reid, Mrs. R. G.	Montreal, Quebec
Royal Arch Masons	Medicine Hat, Alberta
Ryan, Thomas F.	New York, N.Y.
Revelstoke Sawmill Co.	Medicine Hat, Alberta
Rotary Club	Medicine Hat, Alberta
Richardson, J. B.	Medicine Hat, Alberta
Saunders, William	Ottawa, Ontario
Starks, R. E.	Medicine Hat, Alberta
Sanderson, James	Medicine Hat, Alberta
Scott, William	Winnipeg, Manitoba
Stewart, Major J.	Macleod, Alberta
Smith, His Honor Judge	Montreal, Quebec
Stephen, William	Montreal, Quebec
Sharp, Mr. T.	Winnipeg, Manitoba
Shaughnessy, Sir T. J.	Montreal, Quebec
Sloane, W. D.	New York, U.S.A.
Smyth, Dr. C. E.	Vancouver, B.C.
Smyth, Mrs. C. E.	Vancouver, B.C.
Stewart, Henry	Medicine Hat, Alberta
Stewart, Mrs. Henry	Medicine Hat, Alberta
Stout, W. S.	Toronto, Ontario
Smith, Dr. C. F.	Medicine Hat, Alberta
Stewart & Tweed	Medicine Hat, Alberta
Tweed, Thomas	Medicine Hat, Alberta
Trombly, H. McKee	New York, U.S.A.
Travellers Association	Toronto, Ontario
Tweed, Harry L.	Medicine Hat, Alberta
Union Bank of Canada	Medicine Hat, Alberta
Van Horne, Sir W. C.	Montreal, Quebec
Whyte, Sir William	Winnipeg, Manitoba
Webb, Dr. W. S.	New York, N.Y., U.S.A.
Williams, W. T.	Pasadena, California, U.S.A.
Woodland, Dr. George H.	Boston, Mass., U.S.A.
Walker, James	Calgary, Alberta
Whiffin, Alfred E.	Medicine Hat, Alberta
Wills, John	Irvine, Alberta
Winnipeg Lodge of Perfection A.F. & A.M.	Winnipeg Manitoba
Yuill, Harry C.	Medicine Hat, Alberta

